



**Executive Board Meeting  
Northborough Senior Center  
Tuesday, December 7, 2021 – 10 AM**

1. SECRETARY'S REPORT
  - Approve August 9, 2021 Minutes(attached)
  - Approve September 22, 2021 Minutes (attached)
2. TREASURER'S REPORT— DEB BOURBEAU
  - FY 22 Year to date (attached)
  - Springfield Conference report (attached)
  - Membership report (attached)
3. PRESIDENT'S REPORT—BOB CUTLER
  - Appointments & Directory (attached)
  - Bylaw Recommended Edits (attached)
  - Conference Timelines (attached)
  - 100<sup>th</sup> year recognition
  - Out of Commonwealth Marriages
  - City Clerks
4. 1<sup>ST</sup> VICE PRESIDENT'S REPORT—LIZ GREENDALE (verbal)
5. 2<sup>ND</sup> VICE PRESIDENT'S REPORT—DANIELLE SICARD
  - Conference Cost Comparisons (attached)
  - Devens Meal Plan
6. CMMC CERTIFICATION ADMINISTRATOR—BARBARA LABOMBARD
7. EDUCATION COMMITTEE REPORT—VALERIE FOX
  - Wednesday class—Active Shooter Training
  - Education Committee Conference Education (see attached)
8. LEGISLATIVE REPORT—ANDY DOWD (verbal)
9. MENTORING COMMITTEE—DANIELLE SICARD
  - October Elections Mentoring Report (attached)
10. MTCA SOFTWARE COORDINATOR—DANIELLE SICARD (verbal)
11. COMMUNICATIONS COMMITTEE – DANIELLE SICARD
  - Website upgrade (see attached)
12. SOCIAL SECRETARY REPORT—DEB BOURBEAU
13. PAST PRESIDENT REPORT—NANCY TALBOT
14. SWEAR IN SECRETARY

# MTCA EXECUTIVE BOARD MEETING



August 9, 2021 – Northborough Senior Center

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	ROBERT E. CUTLER, JR	✓
1 <sup>ST</sup> VICE PRESIDENT	ELIZABET T. GREENDALE	✓
2ND VICE PRESIDENT	DANIELLE SICARD	✓
TREASURER	DEBRA BOURBEAU	✓
SECRETARY	WENDY L. MICKEL	✓
EXECUTIVE BOARD 2022	THERESA BUNCE	✓
EXECUTIVE BOARD 2022	DIANNE BUCCO	✓
EXECUTIVE BOARD 2022	KIM BATISTA	✓
EXECUTIVE BOARD 2023	LILLIAN DRANE	✓
EXECUTIVE BOARD 2023	ANDREW DOWD	✓
EXECUTIVE BOARD 2023	MICHELLE HILL	✓
EXECUTIVE BOARD 2024	JOSEPH JUDD	✓
EXECUTIVE BOARD 2024	EILEEN TWISS	
EXECUTIVE BOARD 2024/EDUCATION CHAIR	VALERIE FOX	✓
PAST PRESIDENT	NANCY TALBOT	
EDITOR	NANCY BURNHAM	
CONFERENCE/CERTIFICATION ADMIN	BARBARA LABOMBARD	
ASSISTANT TREASURER	LYNN SIBLEY	✓

A quorum of voting members being present, President Cutler called the meeting to order at 10:05 am.

Andy Dowd swore in to office those members not present at the conference: Kim Batista, Dianne Bucco, and Joseph Judd

### Secretary's Report – Wendy Mickel

Secretary Mickel presented the Minutes from the June 9, 2021 Executive Board Meeting in Plymouth.

**ACTION TAKEN:** On a motion by 2<sup>nd</sup> VP Sicard, and seconded by Member Dowd, to approve the June 9, 2021 minutes as presented. A vote was unanimous in favor, one abstention. Minutes were approved.

# MTCA EXECUTIVE BOARD MEETING



**August 9, 2021 – Northborough Senior Center**

Minutes Approved on: DRAFT

Minutes from past meetings of December 6, 2019, September 18, 2019 and August 7, 2019 were brought forward to confirm approval.

**ACTION TAKEN:** On a motion by Elizabeth Greendale, seconded by Andy Dowd to approve the minutes of December 6, 2019, September 18, 2019 and August 7, 2019 were unanimous in favor to approve, 3 abstentions. Minutes were approved.

## **Treasurer's Report – Deb Bourbeau, Lynn Sibley**

2021 Year-End report, Plymouth 2021 Conference and FY22 Membership report to date was presented.

**ACTION TAKEN:** On a motion by Danielle Sicard, seconded by Andy Dowd to accept the Treasurer's Report, was voted unanimous in favor. Report was accepted.

## **President's Report – Bob Cutler**

President Cutler reviewed the following items:

Appointments: A draft of the proposed changes to the appointments was provided in the E-Board meeting packet. The gray areas represent new appointees.

The yellow areas represent recommended changes to align current practice and will require changes to the bylaw. President Cutler also mentioned that the Town Clerk's Manual need to be updated as it was last updated in the late 1990's/early 2000. He also indicated that he has had several clerks express interest in serving on the committee and would recommend increasing the number of members.

The green areas represent potential discontinuance of the Public Recorder (recommended by the Communications Committee) and was supported by the E-Board. There was some question regarding the Member Recognition Committee and if that was the presentation of clerk year pins or the Clerk of Year recognition. The E-Board decided to send the areas outlined in yellow and green to the Bylaw Review Committee for consideration and recommendations for the E-Board to vote and bring for a vote at the association meeting at the February 2022 conference.

**ACTION TAKEN:** On a motion by Andy Dowd, seconded by Member Michelle Hill, to accept new members (highlighted in gray) as presented, voted unanimous in favor.

By-law Edits: A copy of the bylaws with track changes that would align the current practice and the changes to the appointments (yellow and green highlights) was provided in the meeting E-Board packet. It was agreed to send the recommended changes to the Bylaw Review Committee for consideration and recommendations for the E-Board to vote and bring for a vote at the association meeting at the February 2022 conference.

# MTCA EXECUTIVE BOARD MEETING



**August 9, 2021 – Northborough Senior Center**

Minutes Approved on: DRAFT

Conference: The fall conference is in Springfield, September 22<sup>nd</sup> – 24<sup>th</sup>. We are prepared and ready and will continue to monitor any changes that may occur due to Covid-19. Sponsorships applications and vendor registration packets will be sent out in coming days.

Retirement clocks: President Cutler discussed possible style and costs to order more retiree clocks. Members agreed that keeping the skeleton clock was preferred.

MTCA 100<sup>th</sup> year Recognition: President Cutler brought to the E-Boards attention that the 100<sup>th</sup> Anniversary of the MTCA will be in 2022. President Cutler suggested it be held in Plymouth. President Cutler asked the Board to begin to think about and looking for ideas or suggestions to plan sponsorships from vendors and ideas to celebrate in historic Plymouth.

## **2<sup>nd</sup> Vice President Report - Danielle Sicard**

Will provide Barbara and Bob with the hotel and meal costs and will continue to keep the Officers abreast regarding any changes that may occur due to Covid.

## **1<sup>st</sup> Vice President Report – Liz Greendale**

Will be sending Vendor information out around the 23<sup>rd</sup> along with scholarship information.

## **COMMITTEE REPORTS:**

### **CMMC Certification Administrator - Barbara LaBombard**

Barbara was not present – no report provided.

### **Education Committee Report, Chair – Valarie Fox**

The list of classes they Education Committee is working on for the Springfield conference is in the E-Board meeting packets and includes: Vital basics, Vitals Advanced (Alex Foreman), Ask an Attorney, Public Records (Lauren Goldberg), Re-precincting/VRIS implications (John Barr & Michelle Tassinari), and Records Management.

President Cutler recommended an Election Security Class to be presented by the SOC Office of Election Security Partnership (Michael Ste Marie) for the Wednesday class. The E-Board liked this idea and asked President Cutler to move forward with the idea.

Member Bucco will prepare brochure for classes/registration dates/times as usual.

### **Legislative Report - Andy Dowd**

Chair Dowd noted discussions for Vote-by-mail extension, COVID Retirement Bill, Election Law changes. He discussed suggestions for Clerks to reach out to legislators and what key areas to focus on; such as reducing hours for EV in person, not having the SOC send postcards, and Election Registration rather than same day registration. He discussed concerns from MMA with significant costs for covid related early retirement legislation. He also noted that the 2020 Census numbers may be coming out early and there are some re-precinct concerns with additional splits in precincts should redistricting happen prior to re-precincting.

# MTCA EXECUTIVE BOARD MEETING



**August 9, 2021 – Northborough Senior Center**

Minutes Approved on: DRAFT

## **Communications Committee – Danielle Sicard**

The communications committee submitted changes to the MTCA Board and Committee Policies and Procedures manual – including discontinuance of the Public Recorder and changing the website sponsorships from Calendar year to Fiscal Year. The E-Board will review the Policies manual and these changes after the bylaw review committee weighs in on the discontinuance of the public recorder.

Andy Dowd & Kelly McElreath will look into the cost for upgrading the website and will provide website trainings to any new officers or committees using the website as necessary.

## **Mentoring Committee – Danielle Sicard**

Chair Sicard presented the June Mentoring report and the FY22 Calendar of offerings. She also reported that there were several applications received to fill the 2 open committee positions. One spot was given to Amy Warfield, Burlington and the committee invited one other applicant to be a guest facilitator at the October & December sessions before determining to fill or leave the remaining spot vacant. The committee is also working on revitalizing the mentor hosted sessions to provide mentoring workshops around the state with mentors.

## **MTCA Software Coordinator – Danielle Sicard**

Software Coordinator Sicard thanked Lynn Sibley for all of her efforts regarding preparation for the transition of the software fiscal year flip and noted how much work and effort this process requires. As we have lots of new officers, Danielle will be providing zoom training sessions for new members as required for this position.

## **Social Secretary Report - Debra Bourbeau**

A big thank you to Lynn Sibley for her extended help over the years.

## **Past President Report– Nancy Talbot**

Nancy was not present - no report provided.

Member Dowd, swore in Deb Bourbeau as Treasurer

### **ACTION TAKEN:**

On a Motion by Liz Greendale to adjourn, seconded by Andy Dowd. The Vote was Unanimous in Favor. The Meeting adjourned.

Respectfully Submitted,

*Wendy L. Mickel*, MTCA Secretary

# MTCA EXECUTIVE BOARD MEETING



September 22, 2021 – Sheraton Springfield, MA

Minutes 9/22/21: Draft

	Attendance:	Present
PRESIDENT	ROBERT E. CUTLER, JR	√
1 <sup>ST</sup> VICE PRESIDENT	ELIZABETH T. GREENDALE	√
2ND VICE PRESIDENT	DANIELLE M. SICARD	√
TREASURER	DEBRA BOURBEAU	
SECRETARY	WENDY L. MICKEL	√
EXECUTIVE BOARD 2022	THERESA BUNCE	√
EXECUTIVE BOARD 2022	DIANNE BUCCO	√
EXECUTIVE BOARD 2022	KIM BATISTA	√
EXECUTIVE BOARD 2023	LILLIAN M. DRANE	√
EXECUTIVE BOARD 2023	ANDREW DOWD	√
EXECUTIVE BOARD 2023	MICHELLE HILL	
EXECUTIVE BOARD 2024	JOSEPH JUDD	
EXECUTIVE BOARD 2024	EILEEN TWISS	√
EXECUTIVE BOARD 2024 /EDUCATION CHAIR	VALERIE FOX	√
PAST PRESIDENT	NANCY TALBOT	
EDITOR	NANCY BURNHAM	
CMMC CERTIFICATION ADMINISTRATOR	BARBARA LABOMBARD	√
ASSISTANT TREASURER	LYNN SIBLEY	√

A quorum of voting members being present, President Cutler called the meeting to order at 10:05 am.

## **Secretary's Report – Wendy Mickel**

Secretary Mickel presented the Minutes from the August 9, 2021 Executive Board Meeting in Northborough. The Board decided to table the August 2021 minutes until the December 2021 E-Board meeting.

## **Treasurer's Report – Deb Bourbeau**

In the absence of Deb Bourbeau, Lynn Sibley, Assistant Treasurer, presented the FY22 year-to-date and membership reports. Lynn answered members questions regarding the conference expense line item which she confirmed includes in-person mentoring fees, food and survey monkey expenses. She also noted that the membership report did not include a few membership payments that have not yet been entered into the software. Barbara LaBombard asked about the accuracy of the clerk salaries and it was explained that the information is only as good as the clerks completing that section on their membership dues form.

<p><b>ACTION TAKEN:</b> A Motion by Member Fox, seconded by Member Bunce to accept the Treasurer's Report. Report accepted.</p>
---

# MTCA EXECUTIVE BOARD MEETING



September 22, 2021 – Sheraton Springfield, MA

Minutes 9/22/21: Draft

## **President's Report – Bob Cutler**

President Cutler presented the following:

**Bylaw Committee Recommended Edits/Public Recorder:** The E-Board meeting packet included a track change version of the bylaws as recommended by the Bylaw Review Committee. President Cutler noted that he would like to bring the bylaw changes to the full association meeting for a vote at the Devens Business Meeting. 2<sup>nd</sup> VP Sicard also requested that the vote include the ability to make non-substantive changes to the numbering, formatting and corrections/addition of revision dates of the MTCA bylaws.

**ACTION TAKEN:** On a motion by Member Sicard seconded by Member Bucco, to approve the recommended edits, in addition to including the ability to make non-substantive changes, to the by-laws by the By-laws. Vote was unanimous in favor.

**Appointments:** President Cutler presented an updated appointments list that was provided in the E-Board meeting packet. The only change was the Education Database coordinator. After discussion with both Trudy and Amy, President Cutler noted that all agreed the responsibilities that Trudy has undertaken best matches that of the Education Data Base Coordinator. As a follow up, and through the bylaw review committees work they were able to find information on the Member Recognition Program charge from 2013 which includes the Clerk of the year. The member recognition program should remain on the appointment list.

**ACTION TAKEN:** On motion by Member Fox, seconded by 1<sup>st</sup> VP Greendale to appoint Trudy Read as Education Database Coordinator; Vote was unanimous in favor.

**Conference Update:** President Cutler thanked 1<sup>st</sup> VP Greendale and 2<sup>nd</sup> VP Sicard for all of their hard work in advance of the conference.

**Conference Locations Discussion:** There was some discussion as to conference locations and it was noted that it's important to try to keep a balance throughout the state.

There was some discussion regarding continuing to hold conferences at Devens or in another location. A consensus that Devens is a good location and easy for travel was agreed by most. Also, the costs at Devens is reasonable.

It was noted that the costs to hold the conference in Springfield was high costly and some expressed concerns over the safety of members at that location. Possibly changing the dates as not to conflict with the Big-E or with religious holidays and primaries in the fall was also discussed.

# MTCA EXECUTIVE BOARD MEETING



**September 22, 2021 – Sheraton Springfield, MA**

Minutes 9/22/21: Draft

Overall discussion of all locations of conferences -Most members seemed pleased with the Plymouth location as well as Devens and Springfield. There did not seem to be an alternative location suitable at this time.

**100<sup>th</sup> year Recognition follow up:** Member Dowd will research 100<sup>th</sup> Year of MTCA for 2022 in Plymouth. He also volunteered to chair the planning of the 100<sup>th</sup> Anniversary event. Discussions as to recognizing past members and presidents; a celebration of sorts: cocktail party with a comedian vs a formal dinner event with dancing and music was entertained. Fundraising would be needed; donations from members, vendors, support from others.

## **1<sup>ST</sup> Vice President's Report – Elizabeth Greendale**

1<sup>st</sup> VP Greendale reported that we have 23 Vendors for this conference, and there are no issues with raffles or location.

1<sup>st</sup> VP Greendale reported that there was one Scholarship issued for the registration and meals. There was discussion over the same Town requesting a scholarship for every conference since 2017. There was concern over the Town's actual need vs budget planning, it was suggested that a letter be sent to the Town Administrator encouraging them to invest in their Town Clerk's education.

## **2<sup>nd</sup> Vice President's Report – Danielle Sicard**

2<sup>nd</sup> VP Sicard provided an update regarding the hotel and food for this conference. She noted that precautions have been taken to promote social distancing in response to covid-19 including the room set-up for classes and meals, the number of speakers and attendance. For Thursday lunch the class rooms will need to be cleared to open up for meals by hotel staff. The hotel has been good to work with and the hotel staff appreciates our concerns and willingness to work with them as we move through covid concerns. It was noted that there was an increase in attendance from 180 to 210 after the notice regarding covid and mask requirements was sent to the MTCA members. E-Board members stated that there is more value to members being present vs zoom as networking and focus in a classroom are a key success to the conferences.

## **CMMC Certification/Conference Administrator- Barbara LaBombard**

Administrator LaBombard noted 214 are in attendance for the conference, totaling \$22,660. She also noted that there are 120 active members who have obtained their CMMC.



# MTCA EXECUTIVE BOARD MEETING



**September 22, 2021 – Sheraton Springfield, MA**

Minutes 9/22/21: Draft

## **Education Committee Report – Valerie Fox**

Education Committee Chair, Valerie Fox gave an overview of the classes being offered at this conference. She raised additional questions as to how to groom the next person as Town Clerk; How to set the town up for continuity; How do you best position yourself for a new person to take over. Succession Planning as future classes,

Member Fox noted that President Cutler mentioned the member recognition committee to review Clerk of the Year and that this recipient is normally nominated by a Town Administrator. Member Fox questioned the appropriateness of that and suggested evaluating if it should be awarded by a vote of clerks. The Board agreed this would be something that should be sent to that committee for further review and recommendations.

In reference to the by-laws, Member Fox asked if the 2nd VP would be a voting member of the Education Committee and was informed the position was non-voting and advisory. Under Article VI of the bylaw, Member Fox questioned why the appointing authority to the Legislative Committee, Conference Committee, Communication Committee, By-Law Review Committee, Lobbyist Review Committee and Election Task Force Rep. should be the President/E Board when all other appointments appear to be the E Board. President Cutler said they are the same as the other offices and would be an appointment by the President after consultation with the EBoard, like all the other offices in the appointment section, a joint appointment.

Member Fox asked who the chair of the By-Law Review Committee would be and was informed that the members elect the chair among themselves.

## **Legislative Report – Andy Dowd**

Member Dowd, reported that he and President Cutler met with our Legislators on the Elections Law Bill. The points made were: reduce the requirements for in-person early voting; same day registration vs election day registration noting that Election day was a better choice. President Cutler has historical knowledge as past chair of the legislative committee and he and Andy Dowd work well together.

Member Dowd reported on Restricted Records; specifically Marriages-parents not married and Births easing up on who can request those records with more grandparents helping in the working parents households.

Member Dowd discussed the re-precincting bill after re-districting is done. He is waiting for input from Michelle Tassinari on that....30 days after enactment having to get re-precincting done.

President Cutler was looking for input from Clerks as to what needs to be done for elections; and the importance of it being passed soon. Suggesting things hold off until June 30<sup>th</sup> to allow the spring local elections to get done. “No Postcards” sent!

# MTCA EXECUTIVE BOARD MEETING



September 22, 2021 – Sheraton Springfield, MA

Minutes 9/22/21: Draft

## **Mentoring Committee – Danielle Sicard**

Member Sicard discussed a calendar for 4 sessions offered by the mentoring committee with the next one scheduled for 2 locations in October. The committee is working to increase the number and frequency that mentors host sessions so that offerings can be wide spread across the state.

## **Social Secretary Report – Deb Bourbeau**

Deb was not present – no report provided.

## **Past President Report – Nancy Talbot**

Nancy was not present – no report provided.

President Cutler requested that the Association make a donation in Ann Quirk's brother's memory of \$50 from the MTCA.

**ACTION TAKEN:** On a motion by Liz Greendale, seconded by Andy Dowd, to make a \$50 donation in Ann Quirk's brother's memory. A vote was unanimous in favor.

A round of applause was given for 2<sup>nd</sup> Vice President Danielle Sicard's birthday which is today.

**ACTION TAKEN:** On a motion by 1<sup>st</sup> VP Greendale, to adjourn and seconded by Member Fox at Noon, the vote was Unanimous in Favor. The meeting adjourned.

Respectfully Submitted,

*Wendy Mickel*

Wendy Mickel, MTCA Secretary

**Massachusetts Town Clerks' Association  
Budget vs. Actual**

As of **December 1, 2021**

<b>INCOME</b>	<b>FY22 Budget</b>	<b>NEW INCOME</b>	<b>ACTUAL</b>	<b>REMAINING</b>
3100 - Conference Revenue				
3110 - Registration	\$37,700.00	\$11,100.00	\$17,500.00	\$20,200.00
3120 - Meals	\$39,000.00	\$14,010.00	\$22,360.00	\$16,640.00
3130 - Mentoring Workshops	\$1,800.00	\$570.00	\$570.00	\$1,230.00
3140 - Vendor Income	\$22,000.00	\$5,600.00	\$5,600.00	\$16,400.00
Total Conference Revenue	<b>\$100,500.00</b>	<b>\$31,280.00</b>	<b>\$46,030.00</b>	<b>\$54,470.00</b>
3200 - Certification Revenue	<b>\$1,500.00</b>	\$75.00	\$215.00	\$1,285.00
3300 - Scholarship Donations	<b>\$2,500.00</b>	\$0.00	\$0.00	\$2,500.00
3400 - Public Recorder/Website Ads	<b>\$2,000.00</b>	\$0.00	\$3,000.00	(\$1,000.00)
3500 - Media Stipends/AP/Educ	<b>\$500.00</b>	\$0.00	\$0.00	\$500.00
3600 - Dues / Memberships	<b>\$30,000.00</b>	\$3,290.00	\$32,735.00	(\$2,735.00)
3700 - Interest Income (Bank Account)	<b>\$0.00</b>	\$0.00	\$0.00	\$0.00
3800 - MISC (Mkting/Sundries)	<b>\$0.00</b>	\$0.00	\$0.00	\$0.00
Cash Transfer from Reserves	<b>\$9,880.00</b>	\$0.00	\$0.00	\$9,880.00
	<b>\$46,380.00</b>	<b>\$3,365.00</b>	<b>\$35,950.00</b>	<b>\$10,430.00</b>
<b>TOTAL INCOME</b>	<b>\$146,880.00</b>	<b>\$34,645.00</b>	<b>\$81,980.00</b>	<b>\$64,900.00</b>

**Massachusetts Town Clerks' Association  
Budget vs. Actual**

As of **December 1, 2021**

<b>EXPENSE</b>	<b>FY22 BUDGET</b>	<b>NEW EXP</b>	<b>ACTUAL</b>	<b>REMAINING</b>
5000 - President Expenses	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>
5100 - Secretary Expense	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$250.00		\$198.00	\$52.00
5201- MTCA software	\$2,900.00		\$2,835.00	\$65.00
5202 - Software Coordinator	\$1,200.00		\$0.00	\$1,200.00
Total Treasurer Expenses	<b>\$4,350.00</b>	<b>\$0.00</b>	<b>\$3,033.00</b>	<b>\$1,317.00</b>
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$35,000.00	\$8,750.01	\$17,500.02	\$17,499.98
5302 - Lobbyist Expenses			\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$130.00		\$18.50	\$111.50
Total Lobbyist Expense	<b>\$35,130.00</b>	<b>\$8,750.01</b>	<b>\$17,518.52</b>	<b>\$17,611.48</b>
5400 - Scholarship Expenses				
5401 - NEMCI Exp (outside sources)	\$2,500.00		\$0.00	\$2,500.00
5402 - NEMCI Exp (MTCA)	\$1,100.00		\$0.00	\$1,100.00
5403 - MTCA Conference Scholarships	\$4,000.00		\$0.00	\$4,000.00
5404 - Awards/Scholarships			\$0.00	\$0.00
Total Scholarship Expenses	<b>\$7,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,600.00</b>
5500 - Legislative Committee Expenses	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$43.00</b>	<b>\$207.00</b>
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00		\$342.50	\$657.50
5602 - Certification Expenses	\$400.00		\$83.25	\$316.75
Total Certification Expenses	<b>\$1,400.00</b>	<b>\$0.00</b>	<b>\$425.75</b>	<b>\$974.25</b>
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00	\$456.15	\$456.15	\$1,043.85
5702 - Conference Deposits	\$7,000.00		\$2,000.00	\$5,000.00
5703 - Postage / Brochure Mailing	\$0.00		\$0.00	\$0.00
5705 - Entertainment	\$600.00		\$0.00	\$600.00
5706 - Speakers / Education	\$1,750.00	\$1,009.00	\$1,009.00	\$741.00
5707 - Conference Hotel / Meals	\$75,000.00	\$33,329.93	\$33,329.93	\$41,670.07
5708 - NE Conference (2022)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (mentor/survey)	\$2,000.00	\$397.74	\$397.74	\$1,602.26
5710 - Printing / Copying	\$0.00		\$0.00	\$0.00
Total Conference Expenses	<b>\$88,850.00</b>	<b>\$35,192.82</b>	<b>\$37,192.82</b>	<b>\$51,657.18</b>

**Massachusetts Town Clerks' Association  
Budget vs. Actual**

As of **December 1, 2021**

<b>EXPENSE Continued</b>	<b>FY2022 BUDGET</b>	<b>NEW EXP</b>	<b>ACTUAL</b>	<b>REMAINING</b>
5800 - Executive Board Meetings/Lunches	\$1,200.00	\$0.00	\$130.00	\$1,070.00
5900 - Communication/Public Recorder				
5901 - Pub Rec Stipend / Editor	\$0.00		\$0.00	\$0.00
5902 - Postage	\$0.00		\$0.00	\$0.00
5903 - Printing	\$0.00		\$0.00	\$0.00
5904 - Web Update & Hosting	\$2,000.00		\$0.00	\$2,000.00
<b>Total Communication/Public Recorder</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>
6000 - Auditor				
6001 - Annual Financial Review	\$850.00		\$0.00	\$850.00
6002 - Annual Tax Returns	\$850.00		\$0.00	\$850.00
<b>Total Auditor Expense</b>	<b>\$1,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,700.00</b>
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00		\$100.00	\$900.00
6202 - NEMCI Graduation Gifts	\$400.00		\$0.00	\$400.00
6203 - Miscellaneous	\$500.00		\$0.00	\$500.00
<b>Total Miscellaneous Expense</b>	<b>\$1,900.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$1,800.00</b>
<b>TOTAL EXPENSE</b>	<b>\$146,880.00</b>	<b>\$43,942.83</b>	<b>\$58,443.09</b>	<b>\$88,436.91</b>
<b>Income / Expense Variance</b>	<b>\$0.00</b>		<b>\$23,536.91</b>	

**Checking Account**

Beginning Balance	9/15/2021	\$38,268.06
New Income		\$34,645.00
New Expenses		\$43,942.83
Current Balance	12/1/2021	<b>\$28,970.23</b>

**Money Market account Balance**

Beginning Balance	9/15/2021	\$32,271.88
New Income		\$1.62
New Expenses		\$0.00
Current Balance	12/1/2021	<b>\$32,273.50</b>

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION  
CONFERENCE REPORT**

Conference:	<b>Springfield 2021</b>	<b>Springfield 2019</b>	<b>Springfield 2018</b>	<b>Springfield 2017</b>	<b>Springfield 2016</b>
<b>INCOME</b>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
3100 - Conference Revenue					
3110 - Registration	\$11,100.00	\$11,600.00	\$11,751.00	\$8,545.00	\$12,126.00
3120 - Meals	\$14,010.00	\$12,710.00	\$11,630.00	\$9,895.00	\$13,756.00
3140 - Vendor Income	\$5,600.00	\$7,575.00	\$8,620.00	\$6,255.00	\$7,260.00
Total Conference Revenue	<b>\$30,710.00</b>	<b>\$31,885.00</b>	<b>\$32,001.00</b>	<b>\$24,695.00</b>	<b>\$33,142.00</b>
<b>EXPENSE</b>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
5400 - Scholarship Expenses					
5403 - MTCA Conference Scholarships	\$200.00		\$0.00	\$853.66	
5700 - Conference Expenses					
5701 - Printing Brochures/Program	\$456.15	\$444.02	\$384.82	\$383.84	\$411.72
5702 - Conference Deposits					
5703 - Postage / Brochure Mailing					
5705 - Entertainment					
5706 - Speakers / Education	\$1,315.35	\$328.86		\$1,289.39	
5707 - Conference Hotel / Meals	\$32,441.34	\$29,688.88	\$30,255.08	\$24,708.07	\$29,614.69
5708 - NE Conference (2016)					
5709 - Misc Conf Exp (mentory/survey)					
5710 - Printing / Copying					
5800 Executive Meeting/lunches	\$382.24				
Total Conference Expenses	<b>\$34,795.08</b>	<b>\$30,461.76</b>	<b>\$30,639.90</b>	<b>\$27,234.96</b>	<b>\$30,026.41</b>
<b>Income / Expense Variance</b>	<b>(\$4,085.08)</b>	<b>\$1,423.24</b>	<b>\$1,361.10</b>	<b>(\$2,539.96)</b>	<b>\$3,115.59</b>
<b>Total # of Registrants:</b>	221	224	216	174	253

# Membership Summary

2022

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	280	\$22,395.00	\$115.00	\$22,510.00
ACTIVE MEMBER	INACTIVE	2	\$225.00	\$0.00	\$225.00
AFFILIATE MEMBER	ACTIVE	21	\$2,100.00	\$0.00	\$2,100.00
AFFILIATE MEMBER	TRANSFER-INACTIVE	1	\$100.00	\$0.00	\$100.00
ASSOCIATE	ACTIVE	236	\$5,900.00	\$0.00	\$5,900.00
CITY STAFF	ACTIVE	3	\$0.00	\$0.00	\$0.00
NEW CLERK	ACTIVE	4	\$0.00	\$0.00	\$0.00
RETIRED	ACTIVE	13	\$130.00	\$0.00	\$130.00
STAFF- No Membership	ACTIVE	28	\$0.00	\$0.00	\$0.00
					\$30,965.00

EXECUTIVE BOARD

2021-2022

**ASSOCIATION OFFICERS**

**President**

Robert E. Cutler, Jr., CMC/CMMC *Norfolk County* Office: 508-543-1208  
 40 South Street Fax: 508-543-6278  
 Foxborough, MA 02035 Cell: 508-254-2058  
 Hours: Mon - Thurs: 8:30 AM - 4:00 PM E-Mail: [bcutler@foxboroughma.gov](mailto:bcutler@foxboroughma.gov)  
 Tues Evenings: 5:00 PM - 8:00 PM  
 Fri: 8:30 AM - 12:30 PM

**1<sup>st</sup> Vice-President**

Elizabeth T. Greendale, CMC/CMMC *Middlesex County* Office: 508-429-0601  
 703 Washington Street Fax: 508-429-0601  
 Holliston, MA 01746 Cell: 508-561-6804  
 Hours: Mon, Wed, Thurs: 8:30 AM - 4:30PM E-Mail: [greendalee@holliston.k12.ma.us](mailto:greendalee@holliston.k12.ma.us)  
 Tues: 8:30 AM - 7:00 PM  
 Fri: 8:30 AM - 1:00 PM

**2<sup>nd</sup> Vice-President**

Danielle M. Sicard, MMC/CMMC *Bristol County* Office: 508-230-0530  
 136 Elm Street Fax: 508-230-0569  
 Easton, MA 02356 Cell: 508-840-3727  
 Hours: Mon: 8:30 AM - 7:30 PM E-Mail: [DSicard@easton.ma.us](mailto:DSicard@easton.ma.us)  
 Tues - Thurs: 8:30 AM - 4:30 PM  
 Fri: 8:30 AM - 12:30 PM

**Treasurer**

Debra Bourbeau, CMMC *Franklin County* Office: 413-863-3200 x104  
 1 Avenue A Fax: 413-863-3224  
 Turners Falls, MA 01376 Cell: 413-834-3752  
 Hours: Mon, Tues, Thurs: 8:30 AM - 5:30 PM E-Mail: [townclerk@montague-ma.gov](mailto:townclerk@montague-ma.gov)  
 Weds: 8:30 AM - 6:30 PM

**Secretary**

Jayne Marie Davolio, CMMC, CMC *Worcester County* Office: 508-865-9110  
 127 Elm Street Fax: 508-865-0857  
 Millbury, MA 01527 Cell: 508-930-8515  
 Hours: Mon, Wed, Thurs: 8:00 AM - 4:00 PM E-Mail: [JDavolio@townofmillbury.net](mailto:JDavolio@townofmillbury.net)  
 Tues: 8:00 AM - 7:00 PM  
 Fri: 8:00 AM - 12:00 PM

\*\*\*\*\*

**Past President**

Nancy Talbot, CMC/CMMC *Hampshire County* Office: 413-967-9648, ext. 103  
 126 Main Street Fax: 401-967-9638  
 Ware, MA 01082 Cell: 413-348-8003  
 Hours: Mon - Fri: 8:00 AM - 4:00 PM E-Mail: [ntalbot@townofware.com](mailto:ntalbot@townofware.com)

\*\*\*\*\*

**Legislative Agent**

Thomas M. Joyce, Jr. Office: 617-742-2420  
 Joyce & Joyce Cell: 617-308-2290  
 45 Bowdoin Street E-Mail: [tjoyce20@comcast.net](mailto:tjoyce20@comcast.net)  
 Boston, MA 02114



## EXECUTIVE BOARD MEMBERS

### Executive Board – Term Expires 2022

Theresa Bunce, MMC/CMMC (2018-2022) *Barnstable County* Office: 508-760-6115  
685 Route 134 Fax: 508-394-8309  
South Dennis, MA 02660 Cell: 508-446-0037  
Hours: Mon - Fri: 8:30 AM - 4:30 PM E-Mail: [tbunce@town.dennis.ma.us](mailto:tbunce@town.dennis.ma.us)

Dianne Bucco, CMC/CMMC (2021-2022) *Essex County* Office: 413-525-5400 x1050  
10 Central Street Fax: none  
Manchester-By-The-Sea, MA 01944 Cell: 978-852-8029  
Hours: Mon, Tues, Wed: 8:30 AM - 5:00 PM E-Mail: [buccod@manchester.ma.us](mailto:buccod@manchester.ma.us)  
Thurs: 8:30 AM - 6:30 PM

Kim Batista, CMMC (2021-2022) *Hampden County* Office: 413-583-5600 x1231  
488 Chapin Street Fax: 413-583-5603  
Ludlow, MA 01056 Cell: none  
Hours: Mon - Fri: 8:30 AM – 4:30 PM E-Mail: [clerk@ludlow.ma.us](mailto:clerk@ludlow.ma.us)

### Executive Board – Term Expires 2023

Lillian M. Drane, MMC/CMMC (2019-2023) *Plymouth County* Office: 508-496-8800  
346 Bedford Street Fax: 508- 946-3970  
Lakeville, MA 02347 Cell: 508-944-8561  
Hours: Mon - Thur: 8:00 AM - 4:30 PM E-Mail: [ldrane@lakevillema.org](mailto:ldrane@lakevillema.org)  
Fri: 8:00 AM - 12:00 PM

Andrew Dowd, CMC/CMMC (2021-2023) *Worcester County* Office: 508-393-5001  
63 Main Street Fax: 508-393-6996  
Northborough, MA 01532 Cell: 508-269-2672  
Hours: Mon, Wed, Thurs: 8:00 AM - 4:00 PM E-Mail: [adowd@town.northborough.ma.us](mailto:adowd@town.northborough.ma.us)  
Tues: 8:00 AM - 7:00 PM  
Fri: 7:00 AM - 12:00 PM

Michelle Hill, CMC /CMMC (2021-2023) *Hampden County* Office: 413-569-5504  
454 College Highway Fax: 413-569-0667  
Southwick, MA 01077 Cell: none  
Hours: Mon - Fri: 8:30 AM - 4:30 PM E-Mail: [treasurer@southwickma.net](mailto:treasurer@southwickma.net)

### Executive Board – Term Expires 2024

Joseph Judd (2021-2024) *Franklin County* Office: 413-625-0300 ext 3  
51 Bridge Street Fax: 413-625-0312  
Shelburne, MA 01370 Cell: 413-834-7997  
Hours: Mon, Tues: 10:00 AM - 5:00 PM E-Mail: [townclerk@townofshelburnema.gov](mailto:townclerk@townofshelburnema.gov)  
Thurs: 10:00 AM - 4:00 PM

Ileen Twiss (2021-2024) *Essex County* Office: 978-774-6927  
48 South Main Street Fax: 978-774-6167  
Middleton, MA 01949 Cell: 978-423-4203  
Hours: Mon, Wed, Thur: 9:00 AM - 4:00 PM E-Mail: [ilene.twiss@middletonma.gov](mailto:ilene.twiss@middletonma.gov)  
Tues: 9:00 AM - 6:00 PM  
Fri: 9:00 AM - 1:00 PM

Valerie Fox, MMC (2021-2024) *Middlesex County* Office: 781-259-2607  
16 Lincoln Road Fax: 781 259-8735  
Lincoln, MA 01773 Cell: none  
Hours: Mon - Thurs: 8:30 AM - 4:30 PM E-Mail: [foxv@lincolntown.org](mailto:foxv@lincolntown.org)

## **APPOINTED POSITIONS**

### **Assistant Treasurer**

Lynn Sibley, MMC (2021-2023)  
4 Sandy Lane  
South Deerfield, MA 01373  
Hours: Mon: 8:00 AM - 7:00 PM  
Tues - Thurs: 8:00 AM - 4:00 PM

*Franklin County*

Office: 413-665-4400 ext 2  
Fax: 413-665-9560  
Cell: 413-531-8082  
E-Mail: [assisttownclerk@whately.org](mailto:assisttownclerk@whately.org)

### **CMMC Certification Administrator**

Barbara L. LaBombard, MMC (2021-2024)  
50 Payson Avenue, Ste. 100  
Easthampton, MA 01027  
Hours: Mon - Fri: 7:30 AM - 5:00 PM

*Hampshire County*

Office: 413-529-1400 ext 460  
Fax: 413-529-1417  
Cell: 413-527-3903  
E-Mail: [cityclerk@easthamptonma.gov](mailto:cityclerk@easthamptonma.gov)

### **Conference Registration Administrator**

Barbara L. LaBombard, MMC (2019-2022)  
50 Payson Avenue, Ste. 100  
Easthampton, MA 01027  
Hours: Mon - Fri: 7:30 AM - 5:00 PM

*Hampshire County*

Office: 413-529-1460  
Fax: 413-529-1417  
Cell: 413-527-3903  
E-Mail: [cityclerk@easthampton.org](mailto:cityclerk@easthampton.org)

### **Education Database Coordinator**

Trudy L. Reid, CMMC (2021-2024)  
138 Main Street  
Wenham, MA 01984  
Hours: Mon: 9:00 AM - 4:30 PM  
Tues: 9:00 AM - 7:00 PM  
Wed & Thur: 9:00 AM - 4:30 PM  
Fri: 9:00 AM - 1:00 PM

*Essex County*

Office: 978-468-5520 x1  
Fax: 978-468-8014  
Cell: 978-998-5618  
Email: [TReid@wenhamma.gov](mailto:TReid@wenhamma.gov)

### **Elections Task Force Representative**

Danielle M. Sicard, MMC/CMMC (2019-2022)  
136 Elm Street  
Easton, MA 02356  
Hours: Mon: 8:30 AM - 7:30 PM  
Tues - Thurs: 8:30 AM - 4:30 PM  
Fri: 8:30 AM - 12:30 PM

*Bristol County*

Office: 508-230-0530  
Fax: 508-230-0569  
Cell: 508-840-3727  
E-Mail: [DSicard@easton.ma.us](mailto:DSicard@easton.ma.us)

### **The Public Recorder Editor – this position recommended to be discontinued – association vote planned 2.3.2022**

Nancy Burnham, CMMC (2020-2023)  
584 Main Street, Suite 10  
Athol, MA 01331  
Hours: Mon, Wed & Thurs: 8:00 AM - 5:00 PM  
Tues: 8:00 AM - 8:00 PM

*Worcester County*

Office: 978-249-4551  
Fax: 978-249-2491  
Cell:  
E-Mail: [townclerk@townofathol.org](mailto:townclerk@townofathol.org)

### **Software Coordinator**

Danielle M. Sicard, MMC/CMMC (2021-2023)  
136 Elm Street  
Easton, MA 02356  
Hours: Mon: 8:30 AM - 7:30 PM  
Tues - Thurs: 8:30 AM - 4:30 PM  
Fri: 8:30 AM - 12:30 PM

*Bristol County*

Office: 508-230-0530  
Fax: 508-230-0569  
Cell: 508-840-3727  
E-Mail: [DSicard@easton.ma.us](mailto:DSicard@easton.ma.us)

### **Sunshine Fund Administrator / Social Secretary**

Debra Bourbeau, CMMC (2021-2022)  
1 Avenue A  
Turners Falls, MA 01376  
Hours: Mon, Tues, Thurs: 8:30 AM - 5:30 PM  
Weds: 8:30 AM - 6:30 PM

*Franklin County*

Office: 413-863-3200 x104  
Fax: 413-863-3224  
Cell: 413-834-3752  
E-Mail: [townclerk@montague-ma.gov](mailto:townclerk@montague-ma.gov)

## COMMITTEE CHAIRS

### Bylaw – Policies & Procedures Review Committee Chair

**Nancy M. Blackmer**, MMC/CMMC *Franklin County*  
6 Prospect Street  
Orange, MA 01364

Office 978-544-1100 x101  
Fax: 978-544-1134  
Cell:  
E-Mail: [townclerk@townoforange.org](mailto:townclerk@townoforange.org)

### CMMC Certification / Examination Board

Madaline I. Bonadies, CMC/CMMC  
41 Elm Street  
Southbridge, MA 01550

Office: 508-764-5408  
Fax:  
Cell:  
Email: [mbonadies@southbridgemass.org](mailto:mbonadies@southbridgemass.org)

### Communications Committee Chair

Danielle M. Sicard, MMC/CMMC *Bristol County*  
136 Elm Street  
Easton, MA 02356

Office: 508-230-0530  
Fax: 508-230-0569  
Cell: 508-840-3727  
E-Mail: [DSicard@easton.ma.us](mailto:DSicard@easton.ma.us)

### Education Committee Chair

Valerie Fox, MMC *Middlesex County*  
16 Lincoln Road  
Lincoln, MA 01773

Office: 781-259-2607  
Fax: 781 259-8735  
Cell: none  
E-Mail: [foxv@lincolntown.org](mailto:foxv@lincolntown.org)

### Legislative Committee Chair

Andrew T. Dowd, CMC/CMMC *Worcester County*  
63 Main Street  
Northborough, MA 01532

Office: 508-393-5002  
Fax: 508-393-6996  
Cell: 508-269-2672  
E-Mail: [adowd@town.northborough.ma.us](mailto:adowd@town.northborough.ma.us)

### Lobbyist Review Committee Chair

Office:  
Fax:  
Cell:  
Email:

### Member Recognition Committee Chair

**Nancy M. Blackmer**, MMC/CMMC *Franklin County*  
6 Prospect Street  
Orange, MA 01364

Office 978-544-1100 x101  
Fax: 978-544-1134  
Cell:  
E-Mail: [townclerk@townoforange.org](mailto:townclerk@townoforange.org)

### Mentoring Committee Co-Chair

Danielle M. Sicard, MMC/CMMC *Bristol County*  
136 Elm Street  
Easton, MA 02356

Office: 508-230-0530  
Fax: 508-230-0569  
Cell: 508-840-3727  
E-Mail: [DSicard@easton.ma.us](mailto:DSicard@easton.ma.us)

### Mentoring Committee Co-Chair

Jayne Marie Davolio, CMMC *Worcester County*  
127 Elm Street  
Millbury, MA 01527

Office: (508) 865-9110  
Fax: (508) 865-0857  
Cell:  
Email: [JDavolio@townofmillbury.net](mailto:JDavolio@townofmillbury.net)

### Nominating Committee Chair

Theodora K Eaton, MMC *Norfolk County*  
1471 Highland Avenue  
Needham, MA 02492

Office: 781-455-7500 x 216  
Fax: 781-449-1246  
Cell:  
Email: [Teaton@needhamma.gov](mailto:Teaton@needhamma.gov)

## MTCA 2021-2022 APPOINTMENTS

*All terms run July 1st thru June 30th unless otherwise noted*

updated as of:

**New with Bylaw Changes**

*bylaw changes proposed 12/7*

**12/7/2021**

**New Bylaws - Potential Discontinuance**

Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
<b>ASSISTANT TREASURER</b>								
Lynn Sibley	Whately			2021	2023	2 yr	1	E Board
<b>BUDGET COMMITTEE</b>								
<i>Chair</i> Debra Bourbeau	Montague	<i>Treasurer (Chair)</i>		2021		1yr	5	E Board
Lynn Sibley	Whately	<i>Assistant Treasurer</i>		2021				
Amy Akell	Ipswich			2021	2022			
Jayne Marie Davolio	Millbury			2021	2022			
Andrew Dowd	Northborough			2021	2022			
<b>BY-LAW - POLICIES &amp; PROCEDURES REVIEW COMMITTEE</b>								
<i>Chair</i> Nancy Blackmer	Orange			2020	2023	3 yr	6	President / E Board
Stephanie Carrera	Stoughton			2020	2023			
Narice Casper	Marshfield			2020	2023			
Jeanne Hudson	Holden			2020	2023			
Trudy Reid	Wenham			2020	2023			
Danielle Sicard	Easton	<i>2nd VP (Advisory)</i>		2021				
<b>CMMC CERTIFICATION ADMINISTRATOR</b>								
Barbara LaBombard	Easthampton			2021	2024	3 yr	1	E Board
<b>CMMC CERTIFICATION / EXAMINATION BOARD</b>								
Barbara LaBombard	Easthampton	<i>CMMC Certification Admin</i>		2021		3 yr	5	E Board
<i>Chair</i> Madaline I. Bonadies	Southbridge			2021	2024	<i>(staggered terms)</i>		
Nancy Blackmer	Orange			2020	2023			
Lillian Drane	Lakeville			2019	2022			
Marianne Staples	Mansfield			2019	2022			
<b>CLERK'S MANUAL COMMITTEE</b>								
<i>Chair</i> Jayne Marie Davolio	Millbury	<i>Secretary (Chair)</i>		2021		3 yr	5	EBoard
Deborah Dami	Mashpee			2020	2023			
Mary De Alderette	Lexington			2020	2023			
				2022	2023			
				2022	2023			

**Notes on highlighted sections regarding recommended Bylaw changes - sent to bylaw review committee**

**Bylaws discrepancy: grid says 2 yr, Art VII -D-1 says 1 yr  
Add to bylaws: make Treasurer the Chair**

**remove "Chairman" & add member #6 - 2nd VP as advisory**

**change name in bylaws - remove MTCA & add CMMC**

**change name in bylaws - remove MTCA & add CMMC**

**change from 3 members to 5  
Add to bylaws: make Secretary the Chair (add to VII-L as well)**

## MTCA 2021-2022 APPOINTMENTS

*All terms run July 1st thru June 30th unless otherwise noted*

updated as of:

**New with Bylaw Changes**

*bylaw changes proposed 12/7*

**12/7/2021**

**New Bylaws - Potential Discontinuance**

Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
<b>COMMUNICATION COMMITTEE</b>								
						3yr	7 & website com. Reps	President / Eboard
							(staggered terms)	
Lynn Sibley	Whately	Treasurer OR Assist. Treas		2021				
Nancy Burnham	Athol	Public Recorder Editor		2020	2023			
Andrew Dowd	Northborough			2020	2023			
Elizabeth Gaffey	Walpole			2021	2022			
Susan Kelley	Duxbury			2021	2024			
Kelly McElreath	Upton			2019	2022			
<i>Chair</i> Danielle Sicard	Easton	Mentoring Committee Rep		2021	2024			
Dottie Powers	Westwood	Legislative Committee Rep		2021				
Trudy Reid	Wenham	Education Committee Rep		2021				
Barbara LaBombard	Easthampton	CMMC Certification/Exam Board		2021				
<b>CONFERENCE COMMITTEE</b>								
						2 yr	9	President / EBoard
<i>Chair</i> Robert E. Cutler, Jr.	Foxborough	President (Chair)		2021				
Elizabeth Greendale	Holliston	1st VP - Vendors		2021				
Danielle Sicard	Easton	2nd VP - Hotel		2021				
Barbara LaBombard	Easthampton	Conference Registration Admin		2021				
Trudy Reid	Wenham	Education Database Coordinator		2021				
Valerie Fox	Lincoln	Education Committee Chair		2021				
Dianne Bucco	Manchester	Conference Brochure Admin		2021	2023			
Terri Bunce	Dennis			2021	2023			
Kaari Mai Tari	Concord	Conference Class Registrations Admin		2021	2023			
<b>CONFERENCE REGISTRATION ADMINISTRATOR</b>								
						3 yr	1	E Board
Barbara LaBombard	Easthampton			2019	2022			
<b>EDUCATION DATABASE COORDINATOR</b>								
						3 yr	1	President
Trudy Reid	Wenham			2021	2024			
<b>EDUCATION COMMITTEE</b>								
						3 yr	11	E Board
							(staggered terms)	
Danielle Sicard	Easton	2nd VP		2021				
Amy Akell	Ipswich			2021	2024			
Jayne Marie Davolio	Millbury			2019	2022			
Mary De Alderete	Lexington			2019	2022			
<i>Chair</i> Valerie Fox	Lincoln			2020	2023			
Trudy Reid	Wenham	Education Database Coordinator		2021	2024			
Kaari Mai Tari	Concord			2020	2023			
				2022	2022			
				2022	2023			
				2022	2024			
				2022	2023			

**Notes on highlighted sections regarding recommended Bylaw changes - sent to bylaw review committee**

*Grid & VII-F-1 says 5 - we have had 7 for some time now  
Add to bylaws: Treasurer OR Assist Treasurer as members  
Remove Public Recorder Editor - if position is discontinued*

*Add to bylaws: committees with website presence appoint Reps*

*add to bylaws - inclusion of Education Committee Chair*

*Add to bylaws: new section under VII-H-3*

*Education Committee request to increase from 7 to 11 members*

*Add to bylaws: Education Database Coordinator as member*

## MTCA 2021-2022 APPOINTMENTS

*All terms run July 1st thru June 30th unless otherwise noted*

updated as of:

**New with Bylaw Changes**

*bylaw changes proposed 12/7*

**12/7/2021**

**New Bylaws - Potential Discontinuance**

**Notes on highlighted sections regarding recommended Bylaw changes - sent to bylaw review committee**

Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
<b>ELECTION LAWS TASK FORCE REPRESENTATIVE</b>								
Danielle Sicard	Easton			2019	2022	3 yr	1	President / E Board
<b>LEGISLATIVE COMMITTEE (Jan 1 - Dec 31)</b>								
						1 yr	2 Alt.	President / E Board
						3 yr	7	
						<i>(staggered terms)</i>		
Lori West	Hull			2018	2021			
Dottie Powers	Westwood			2018	2021			
Catherine Harder-Bernier	Hanover			2020	2023			
Ilene Twiss	Middleton			2020	2023			
<i>Chair</i> Andrew Dowd	Northborough			2019	2022			
Debra Gremo	Auburn			2019	2022			
Carlene Hamlin	South Hadley			2019	2022			
<i>Alt.</i> Elizabeth Greendale	Holliston	<i>1st VP (Alt - 1 yr term)</i>		2021				
<i>Alt.</i> Ryan Witkos	Hardwick			2021	2022			
<b>LOBBYIST REVIEW COMMITTEE</b>								
						3 yr	3	President / Eboard
Deb Bourbeau	Montague	<i>Treasurer</i>		2021				
Andrew Dowd	Northborough	<i>Chair of Legislative Committee</i>		2021				
Elizabeth Greendale	Holliston			2021	2023			
<b>MEMBER RECOGNITION COMMITTEE</b>								
						3yr	5	President / Eboard
Robert E. Cutler, Jr.	Foxborough	<i>President</i>		2021				
Nancy Talbot	Ware	<i>Past President</i>		2021				
<i>Chair</i> Nancy Blackmer	Orange			2021	2024			
Jayne Marie Davolio	Millbury			2020	2023			
Theodora Eaton	Needham			2019	2022			
<b>MENTORING COMMITTEE</b>								
						<i>n/a</i>	<i>up to 12</i>	Mentoring Committee
<i>Co-Chair</i> Danielle Sicard	Easton			2016				
Dottie Powers	Westwood			2016				
Kelly McElreath	Upton			2016				
Elizabeth Greendale	Holliston			2016				
Andrew Dowd	Northborough			2017				
Marie Ryan	West Stockbridge			2017				
Terri Bunce	Dennis			2019				
Trudy Reid	Wenham			2019				
<i>Co-Chair</i> Jayne Marie Davolio	Millbury			2019				
Mary de Alderete	Fitchburg			2019				
Amy Warfield	Burlington			2021				

**Add to bylaws: Treasurer as Member**  
**Add to bylaws: Chair of Legislative Committee as Member**

**Is this done by the president - is this where clerk of the year is done?**  
**this committee is outlined in:**  
the Policy & Procedures document  
& listed in bylaw grid

## MTCA 2021-2022 APPOINTMENTS

*All terms run July 1st thru June 30th unless otherwise noted*

updated as of:

**New with Bylaw Changes**

*bylaw changes proposed 12/7*

**12/7/2021**

**New Bylaws - Potential Discontinuance**

Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
<b>NOMINATION COMMITTEE (Jan 1 - Dec 31)</b>								
						2 yr	5	E Board
	Nancy Blackmer	Orange		2019	2021			
	Jayne Marie Davolio	Millbury		2019	2021			
<i>Chair</i>	Theodora Eaton	Needham		2019	2021			
	Lynn Sibley	Whately		2019	2021			
	Kaari Mai Tari	Concord		2019	2021			
	Elizabeth Greendale	Holliston	<i>1st VP (non voting)</i>	2021				
<b>PUBLIC RECORDER EDITOR</b>								
						<i>indefinite</i>	1	E Board
	Nancy Burnham	Athol		2020	2023			
<b>SCHOLARSHIP COMMITTEE</b>								
						2 yr	3	President
<i>Chair</i>	Elizabeth Greendale	Holliston	<i>1st VP (Chair)</i>	2021				
	Nancy Blackmer	Orange		2021	2023			
	Jayne Marie Davolio	Millbury		2021	2023			
<b>SOFTWARE COORDINATOR</b>								
						2 yr	1	President
	Danielle Sicard	Easton		2021	2023			
<b>SUNSHINE FUND ADMINISTRATOR / SOCIAL SECRETARY</b>								
						1 yr	1	President
	Debra Bourbeau	Montague		2021	2022			

**Notes on highlighted sections regarding recommended Bylaw changes - sent to bylaw review committee**

*recommended to discontinue with this position*

**BYLAWS  
OF  
THE MASSACHUSETTS TOWN CLERKS ASSOCIATION**

**ARTICLE 1**

**Name**

The name of this organization shall be –The Massachusetts Town Clerks’ Association, Inc., hereinafter referred to as the MTCA.

**ARTICLE II**

**Mission**

The MTCA shall be dedicated to the purposes of increasing the proficiency of Town Clerks and other local government officials, of strengthening the quality of local government through professionalism, and of promoting recognition of the importance of the office of the Town Clerk.

**ARTICLE III**

**Membership and Dues**

**A. Membership**

Membership entitles all members and their staff to attend meetings and conferences, and to have access to the Members-Only section of the Web Site ~~including access to the Public Recorder~~. Only paid Active Member have voting privileges. *(Revised 6.12.2014; 9.29.2016)*

**1. Active Members:**

The Town Clerk of any town in the Commonwealth of Massachusetts shall be eligible for membership in the MTCA and shall have full voting privileges. Only Active Members are eligible for election as an Officer, as a Member of the Executive Board, or as a member of the Legislative, Budget or Nominating Committees. *(Revised 6.11.2015)*

**2. Associate Members**

Assistant Town Clerks and other Town Clerk Office staff members shall be eligible to become Associate members of the MTCA when the community has an active membership and with permission of the clerk. They will be non-voting members of the Association. Assistants and Town Clerk Office staff members do not have to be Associate Members in order to attend meetings and conferences, but do have to be active members in order to be eligible for appointment to a committee. *(Revised 6.11.2015; 9.29.2016, 12.2.2017)*

**3. Retired Members**

Upon retirement, active members may continue as non-voting members in the MTCA. *(Revised 6-07-2012)*

**4. Affiliate Members:**

Shall be available to City Clerks, Election Commissioners and Registrars of Vital Records for Cities, who are not eligible for active, associate, or retired membership. *(Revised 6-15-06 and 6.11.2015)*

**5. Transitional Members** *(Revised 6.11.2015)*

Any person who has held the position of Town Clerk in Massachusetts for at least three (3) consecutive years, but who is no longer serving as a Town Clerk is eligible to be affiliated with the MTCA as a Transitional Member for a period of up to one year following the date of cessation of service as a Town Clerk. The following criteria must also be met in order to qualify for Transitional Membership:



- a. Active membership in the MTCA, with dues paid in full, for the three-year period prior to cessation of service as a Town Clerk.
- b. Not simultaneously eligible for Associate, Affiliate, or Retired Membership.
- c. Actively seeking employment in a Municipal Clerk's Office.

**6. Honorary Members:**

All persons who have held any of the foregoing memberships, may be designated an —Honorary Member by vote of the Executive Board.

**B. Dues Structure** ~~(All memberships include a subscription to the —Public Recorder)~~ *(Revised 6-07-2012)* Payment of dues in the relevant membership category is required in order to maintain continued membership status, with access to meetings and conferences, and for Active Members to maintain voting privileges. Dues paid by a community is for a fiscal year, and membership is transferred to a newly elected or appointed Town Clerk during the same fiscal year. *(Revised 6.12.2014 and 6.11.2015)*

**1. Active Members:** *(Revised 6-2-10)*

\$15.00	Towns under 1,000
\$35.00	Towns 1,001 to 5,000
\$75.00	Towns 5,001 to 10,000
\$100.00	Towns 10,001 to 25,000
\$150.00	Towns Over 25,000

**2. Associate Members** *(Revised 6.11.2015)*

\$25.00

**3. Retired Members:**

\$10.00

**4. Affiliate Members:**

\$100.00

**5. Transitional Members** *(Revised 6.11.2015)*

50% of previous Active Membership Dues, with a minimum payment of \$15

**6. Honorary Members**

No Fee

**C. Fiscal Year**

The fiscal year of the MTCA shall be July 1 through June 30. The annual dues shall be due and payable on or before September 30. *(Revised 6-07-2012)*

**ARTICLE IV**

**Meeting and Parliamentary Law**

**A. Meeting**

1. The Annual Meeting of the MTCA shall be held in June on such date, time and place as the Executive Board may determine. Other MTCA meetings may be called with a fourteen-day (14) written notice by the President, a majority vote of the Executive Board, or upon petition to the President by twenty-five (25) active members of the MTCA. *(Revised 6.12.2014)*
2. At all business meetings twenty-five (25) active members in good standing shall constitute a quorum.

**B. Parliamentary Law**

Whenever parliamentary rules or procedures are involved, —The New Roberts Rules of Order, Revised Edition shall prevail.

## ARTICLE V

### Officers

#### A. Officers

1. The officers of the MTCA shall be President, First Vice-President, Second Vice-President, Secretary and Treasurer. Each shall be elected at the Annual Meeting of the MTCA and shall hold office for two (2) years or until a successor is elected or appointed. Officers may not serve more than one (1) consecutive two (2) year term in office with the exception of, Secretary and Treasurer, who may serve no more than three (3) consecutive two (2) year terms in office. *(revised 12.2.2017)*
2. Any active member of the association may serve as an officer; however, in order to be nominated for First Vice President, Second Vice President or President, the member must have served for at least one year on the Executive Board.

### Duties of Officers

#### A. President

1. Shall serve as Chief Executive Officer of the MTCA.
2. Shall create the agendas for and preside at all meetings of the MTCA and of the Executive Board.
3. Shall appoint all committee members except as otherwise provided by these bylaws, and present said appointments to the Executive Board for confirmation. *(Revised 6.12.2014)*
4. Shall make appointments to fill vacancies on the Executive Board, with the approval of the Executive Board. Such appointments shall be only until the next Annual Election, at which time the position shall be filled by election for the remainder of the vacant term. *(Revised 6.12.2014)*
5. Shall serve as Chairman of the Conference Committee.
6. Shall perform such other duties as may be required for the benefit of the MTCA. *(Revised 6-07-2012)*
7. Shall give notice of all meetings of the MTCA and of Executive Board.

#### B. First Vice President

1. Shall, in the absence of the President, assume the duties of the President.
2. Shall be an alternate member of the Legislative Committee, a member of the Nomination Committee, a member of the Conference Committee in charge of vendor relations, and shall serve as chair of the Scholarship Committee. *(Revised 10/9/03)*
3. Shall perform such other duties as may be required for the benefit of the MTCA. *(Revised 6-07-2012)*

#### C. Second Vice President

1. Shall in the absence of the President and First Vice President, assume the duties of the President.
2. Shall be a member of the Conference Committee in charge of hotel relations, an advisory member of the By-law -Policies & Procedures Review Committee and an advisory member of the Education Committee. *(Revised 10/9/03)*
3. Shall perform such other duties as may be required for the benefit of the MTCA. *(Revised 6-07-2012)*

#### D. Secretary

1. Shall keep and maintain permanent minutes of all meetings of the MTCA and Executive Board.
2. Shall maintain the MTCA permanent records including, bylaws, and policies.
- ~~3. Shall give notice of all meetings of the MTCA and of Executive Board.~~
4. Shall distribute to the Executive Board, updated copies of bylaws, policies and officer listings as amended.
5. Shall perform such other duties as may be assigned by the MTCA, the President or the Executive Board.
6. Shall serve as the Chair on the Clerks' Manual Committee and maintain the current electronic copy of said manual. *(Revised 6-07-2012)*

#### E. Treasurer

1. Shall serve as the Chair a member of Budget Committee, a member of the Lobbyist Review Committee and the Treasurer OR the Assistant Treasurer shall serve as a member of the Communications Committee.
2. Shall monitor the annual budget established by the Budget Committee.
3. Shall collect and disburse all funds of the MTCA and keep an accurate account of the same. *(revised 12.2.2017)*



4. Shall be bonded with sureties in such amount as the Executive Board may determine.
5. Shall keep all funds of the MTCA in a depository approved by the Executive Board and shall keep the funds deposited in the name of the MTCA.
6. Shall give a financial report at each meeting of the MTCA and Executive Board on the status of the Association's budget and funds. *(Revised 6.12.2014)*
7. Shall obtain ~~the signature authorization~~ of an Executive Officer on any check written for an amount greater than \$2,500.00.
8. Shall prepare and submit records to the certified public accountant in a timely manner following the close of the fiscal year, in preparation for the annual financial review. *(Revised 6-07-2012, 12.2.17)*
9. Shall perform such other duties as may be assigned by the MTCA, the Executive Board or the President.

## ARTICLE VI Executive Board

The Executive Board shall consist of elected members from the membership at large that reflect a statewide representation and shall manage the business of the MTCA as outlined in the MTCA Bylaws.

### A. Membership

1. There shall be an Executive Board consisting of the five officers of the MTCA, and nine additional members. The additional members shall be elected at the Annual Meeting and shall serve three-year, staggered terms, with terms for three members expiring each year. *(Revised 6.12.2014)*
2. No elected member of the Executive Board shall serve for more than three consecutive years, except a member elected to fill a vacancy of the board, who may serve the remainder of the incomplete term and is eligible for election to an additional full three-year term. *(Revised 6.12.2014)*
3. The Past President may serve as an ex-officio member for two years immediately following the expiration of the term as President, but may not vote. *(6/13/2007) (Revised 6-07-2012)*

### B. Responsibilities

1. The Executive Board shall have full power to carry out the mission of the MTCA and shall have general charge and control of its affairs, funds and property, but shall not have the right to amend its bylaws.
2. The Executive Board shall assist the officers between meetings in carrying on the functions of the MTCA. Members of the Executive Board shall be assigned duties or be required to serve on one or more committees during their term.

### C. Appointments

All appointments shall be made by the President, with the approval of the Executive Board. The President shall seek input from the membership and the Executive Board for nominations for all positions whenever possible. Terms for the Legislative Committee shall be from January 1 to December 31, to coincide with the legislative calendar. Appointments are to be made by December 31. Terms for the Nominating Committee shall be from January 1 to December 31. Appointments are to be made by December 31. Terms for all other appointments shall be from July 1 to June 30. Appointments are to be made by June 30. *(Revised 6.12.2014)*

<b>OFFICE</b>	<b>TERM</b>	<b># MEMBERS</b>	<b><u>APPOINTING AUTHORITY</u></b>	<b><u>MEMBER BY POSITION</u></b>
Assistant Treasurer	2 year	1	<u>E-Board</u>	=
Legislative Committee (term Jan – Dec)	3 years 1 year	7 2 alternates	<u>President/E-Board</u>	<u>1<sup>st</sup> VP (Alt)</u>
Nomination Committee_ (term Jan – Dec)	2 year	5	<u>E-Board</u>	<u>1<sup>st</sup> VP (nonvoting)</u>
Budget Committee	<del>2</del> 1 year	5	<u>E-Board</u>	<u>Treasurer (Chair)</u> <u>Assistant Treasurer</u>

Education Committee	3 year	<u>711</u>	<u>E-Board</u>	<u>2<sup>nd</sup> VP (Advisory)</u> <u>Education Database Coord.</u>
---------------------	--------	------------	----------------	---

Education Database Coordinator	3 years	1	<u>President</u>	=
CMMC Certification Administrator	3 years	1	<u>E-Board</u>	=
CMMC Certification/Examination Board	3 years	5	<u>E-Board</u>	<u>CMMC Certification Admin</u>
Conference Registration Administrator	3 years	1	<u>E-Board</u>	=
Conference Committee	2 years	<u>98</u>	<u>President/E-Board</u>	<u>President (Chair)</u> <u>1<sup>st</sup> VP</u> <u>2<sup>nd</sup> VP</u> <u>Conference Registration Admin</u> <u>Education Database Coord.</u> <u>Education Committee Chair</u> <u>Class Registration Admin</u> <u>Brochure Administrator</u>
<del>Public Recorder Editor—serves by mutual agreement and at the discretion of the President &amp; E-Board (Revised 6.12.2014)</del>	<del>Indefinite</del>	<del>4</del>		
Scholarship Committee	2 years	3	<u>President</u>	<u>1<sup>st</sup> VP (Chair)</u>
Clerks Manual Committee	3 years	<u>35</u>	<u>E-Board</u>	<u>Secretary (Chair)</u>
Communications Committee	3 years	<u>75 and</u> <u>Reps from Com</u> <u>on Website</u>	<u>President/E-Board</u>	<u>Treasurer OR Assist. Treasurer</u> <u>Rep(non-voting) Members of</u> <u>Committees on Website</u>
Bylaw – <u>Policies &amp; Procedures</u> Review Committee	3 years	<u>56</u>	<u>President/E-Board</u>	<u>2<sup>nd</sup> VP (Advisory)</u>
Lobbyist Review Committee	3 years	3	<u>President/E-Board</u>	<u>Treasurer</u> <u>Legislative Committee Chair</u>
Member Recognition Committee	3 years	<u>53</u>	<u>President</u>	<u>President</u> <u>Immediate Past President</u>
Mentoring/New Clerks Committee	<u>See Polices &amp; Proc. Manual</u>	<u>-See Polices &amp; Proc. Manual</u>	<u>Mentoring Committee</u>	=
Election Task Force <u>Representative</u>	3 years	<u>1-</u>	<u>President/E-Board</u>	=
<u>Sunshine Fund Administrator /Social Secretary</u>	<u>1 year</u>	<u>1</u>	<u>President</u>	=
<u>Software Coordinator</u>	<u>2 year</u>	<u>1</u>	<u>President</u>	=

Members of each Committee shall serve a term as set forth in the bylaws. The President shall have full power to fill all vacancies on any committee, without approval of the Executive Board, until the next annual appointment. (Revised 6.12.2014)

#### D. Meetings

1. Meetings of the Executive Board may be called at any time by the President or by any three (3) of its members on written notice by the Secretary not less than five (5) days prior to the meeting.
2. A quorum shall consist of at least eight (8) members of the Executive Board.
3. Emergency meetings of the Executive Board of less than five (5) days' notice, may be called at the discretion of the President.
4. Votes may be cast in person or by postal mail, telephone, e-mail or other electronic means of voting. When votes are conducted via e-mail or by other electronic means, Executive Board members shall be given a minimum of 24 hours to cast a vote before the tally is finalized. A definitive vote requires an agreement by eight (8) members of the Executive Board. A record of such votes shall be recorded by the Secretary. (Revised 6.12.2014)

**E. Financial Review**

There shall be an annual financial review of the financial records of the Association, including all cash receipts and disbursements made by the Treasurer during the preceding year; said financial review to be completed by a certified public accountant within six months of the close of the fiscal year. *(Revised 6-07-2012, 12.2.2017)*

**F. Policies and Procedures**

The Executive Board shall have the authority to create policies and procedures for officers and committees of the MTCA.

## ARTICLE VII

### Committees and Appointed Officers

The President shall have the power, with approval of the Executive Board, to establish additional standing committees or special committees as may be deemed necessary for the proper conduct of the affairs of the Association.

No committee of the Association shall be authorized to create any financial liability unless funds have first been budgeted and authorized by the Executive Board as to their purpose and amount.

Committees are encouraged to appoint a website liaison member to maintain their page on the Association website. All committees shall prepare agendas and minutes that should be posted to the Association's -website, by their website liaison or provide to the communications committee member responsible for their website updates, in a timely manner; and forward a copy in a timely manner to the Secretary of the Association, for posting on the association website.

*(Revised 6.12.2014~~xxxx~~)*

Chairs for all Boards and Committees shall be voted each year by the appropriate board / committee.

Notice of Resignations shall be made in writing to the President.

Duties and responsibilities of each Committee/Appointed Officers shall be as outlined in the bylaws and MTCA Committee and Board Policies and Procedures Manual:-

#### A. Assistant Treasurer

Purpose: Charged with the responsibility to serve in the absence of the Treasurer.

1. Appointed every two (2) years by the Executive Board by June 30.
2. Shall serve as a member of the Budget Committee and the Treasurer OR the Assistant Treasurer shall serve as a member of the Communications Committee:-
3. Shall provide such membership information to the Executive Board on a regular basis, as well as standing committees as requested. *(revised 12.2.2017)*

#### B. Legislative Committee

Purpose: Charged with the responsibility of advancing the Legislative agenda of the MTCA.

##### 1. Composition and Term of Office:

- a. The Legislative Committee shall consist of seven (7) full members and two (2) alternate members, one of whom shall be the First Vice President. *(Revised 10/9/03)*
- b. Full committee members shall be appointed by December 31 for staggered three-year terms, which run from January 1 through December 31<sup>st</sup>, so that not more than three (3) members' terms expire in the same year. *(Revised 6.12.2014)*
- c. Alternate members shall be appointed by December 31 for a one-year term to expire December 31<sup>st</sup> of the following year and may attend all meetings, participate in discussions and, in the absence of a member, have voting privileges. *(Revised 6.12.2014)*

##### 2. Duties:

- a. The Legislative Committee shall be responsible for informing the MTCA of all matters pertaining to MTCA legislation, proposed changes in the law relating to municipal government and recommending such action to the MTCA as may be expedient.

##### 3. Legislative Agenda

- a. The Legislative Committee shall formulate a schedule for the adoption of the legislative agenda of the MTCA to be voted on by the Executive Board before the Annual Meeting in June. Said agenda as voted on by the membership shall be filed with the State Legislature. Said agenda shall be the binding position of the MTCA for the next legislative session, unless otherwise voted by the majority of the voting members attending an MTCA business meeting.



b. The Legislative Committee and the Executive Board shall, if they deem appropriate and necessary, take a position on other legislation and shall advise the MTCA members of their combined action. This notification shall be via e-mail and ~~shall be included in the Public Recorder and/or~~ on the MTCA web site. Any position developed by the Legislative Committee and the Executive Board pursuant to this paragraph, shall be the binding position of the MTCA for the legislative session unless otherwise voted by a majority of the voting members attending an MTCA meeting. *(Revised 6.12.2014)*

c. Any Association member is welcome to offer suggestions and make recommendations for proposed legislation affecting Clerks. All suggestions shall be in writing and addressed to the Chair of the Legislative Committee. All suggestions shall be considered by the Committee when planning the Association's legislative agenda. *(Revised 6-07-2012)*

### C. Nominating Committee

**Purpose:** Charged with the responsibility of nominating and presenting a slate of officers to the MTCA at the Annual Meeting that duly reflects a representation of its membership.

1. Five (5) members appointed every two (2) years by the Executive Board by December 31. The members may confer with the 1<sup>st</sup> Vice President, but the 1<sup>st</sup> Vice President will not be present during voting.
2. The Committee shall nominate the following:

**One (1) Term for two (2) Years:**

President  
First Vice President  
Second Vice President

**No more than three (3) consecutive two (2) year terms:**

Secretary  
Treasurer

**For Three (3) years:**

Three Executive Board Members

### D. Budget Committee

**Purpose:** Charged with the responsibility of preparing and presenting an annual budget to the membership at the Annual Meeting.

1. Five (5) members, one (1) of whom shall be the Treasurer, one (1) of whom shall be the Asst. Treasurer, and three (3) members at large appointed by the Executive Board for a one (1) year term by June 30.
2. Prepares annual budget (FY July 1 – June 30).
3. Presents annual budget to the Executive Board.
  - a. Draft version of budget to be given to Executive Board at their spring meeting.
  - b. The President shall notify the chair of the budget committee immediately as to the date of the meeting once set.
4. Presents final budget to MTCA at the Annual Meeting for a vote.
5. In conjunction with the Treasurer, monitors budget during the fiscal year. *(Revised 6.12.2014)*

### E. Education Committee

**Purpose:** Charged with developing the curricula for the MTCA conferences.

1. ~~Seven-Eleven (117)~~ members, one of whom shall be the Second Vice President, ~~as advisory, one of whom shall be the Education Database Coordinator~~ and six ~~(96)~~ members at large appointed by the Executive Board by June 30 for three-year staggered terms so that not more than three (3) members are replaced in any one year. *(Revised 6.12.2014)*
2. Prepares the schedule of education courses for the MTCA conferences. *(Revised 6.12.2014)*

3. Coordinates, develops and implements courses for the certification program (CMMC) as determined by the Certification/Examination Board.
4. Determines CMMC credit courses and optional courses to maintain consistency in the CMMC program.
5. Shall appoint one of its members to have the responsibility of registering all clerks for the conference classes.

## F. Communications Committee

**Purpose:** Charged with both paper and electronic communications to, from and among members, which includes establishing guidelines for and management of the Association's web site, e-mail discussion group (including etiquette guidelines), newsletter, and social media alternatives.

1. ~~Five~~Seven (7~~5~~) members, with three-year staggered terms. One member shall be the Treasurer or the Assistant Treasurer. Any Committee that has a presence on the Associations website is to appoint a representative member to attend the Communication Committee meetings whom will not be a voting member of the committee unless the representative already holds one of the 7 seats on the committee. ~~Recorder Editor.~~ (Revised 6-07-2012)

## H. MTCA Certification Program

### 1. ~~MTCA~~ CMMC Certification Administrator

**Purpose:** Charged with the responsibility of administering the MTCA Certification Program and serves as a member of the Certified Massachusetts Municipal Certification/Examination Board.

- a. Appointed by the Executive Board for a three-year term by June 30.

### 2. ~~MTCA~~ CMMC Certification/Examination Board

**Purpose:** Charged with the responsibility to plan, coordinate, develop and implement the MTCA Certification Program (CMMC) and recertification program. Establishes course guidelines for the Education Committee which are consistent with the CMMC certification program. (Revised 6.12.2014)

- a. Five (5) members, one (1) of whom shall be the MTCA Certification Administrator, and four (4) members appointed at large by the Executive Board by June 30 for three-year staggered terms, so that not more than two members are replaced in any one year. (Revised 6.12.2014)
- b. Members of the Board must have successfully completed the Certification Program.
- c. The Certification/Examination Board shall review the exam every five (5) years for updates.

### 3. Education Database Coordinator

**Purpose:** Charged with maintaining database of all conference and education program attendees consistent with MTCA Membership Professional Education credit tracking

- a. Appointed by the President for a three (3) year term. A member of the Education Committee and the Conference Committee.

## I. MTCA Conference Program

### 1. Conference Registration Administrator

**Purpose:** Charged with the responsibility of MTCA conference registration

- a. Appointed by the Executive Board by June 30 for a three-year term. (Revised 6.12.2014)
- b. Serves as a member of the Conference Committee.

### 2. MTCA Conference Committee

**Purpose:** Charged with the responsibility of planning the MTCA conferences.

- a. The Committee shall consist of eight nine (9) members:
  1. MTCA President, as chair.
  2. First Vice President in charge of vendor relations.
  3. Second Vice President in charge of hotel relations.

4. Conference Registration Administrator. *(Revised 6.12.2014)*
5. Education Database Coordinator. *(Revised 6.12.2014)*
6. Three (3) additional members at large to be appointed by the President and confirmed by the Executive Board by June 30 for a two-year term — one to be in charge of Conference Class Registrations and one to be in charge of Conference Brochure Administration. *(Revised 6.12.2014)*
7. Education Committee Chairperson

**J. ~~Public Recorder Editor~~**

~~**Purpose:** Charged with the responsibility for collecting, assembling and publishing a newsletter and soliciting advertising for *The Public Recorder*.~~

- a. ~~Appointed by the Executive Board by June 30 for a three-year term.~~ *(Revised 6.12.2014)*

**K. Scholarship Committee**

**Purpose:** Charged with coordinating and presenting candidates for scholarship awards.

- a. Three (3) members, one (1) of whom shall be the First Vice President, and two (2) members appointed for a two year term by the President by June 30.

**L. Clerks' Manual Committee**

**Purpose:** Charged with the responsibility of updating the Clerks' Manual.

- a. ~~Three-Five (53)~~ members, Secretary of the MTCA to serve as chair, to be appointed by the Executive Board for a three-year term by June 30. *(Revised 6.12.2014)*

**M. By-Law – Policies & Procedures Review Committee**

**Purpose:** Charged with review and making recommendations ~~of to the E-Board regarding~~ the Association's By-laws and Policies and Procedures. The Bylaw-Policies & Procedures Review Committee will conduct a full review every other year (odd # years) or when items are forwarded from the Executive Board for their review.

- a. ~~Five-Six~~ members, one (1) of whom shall be the 2<sup>nd</sup> VP as an advisory member. ~~Chairperson~~ *(Revised xxxx)*

**N. Lobbyist Review Committee**

**Purpose:** Charged with assessing the work of the Association's Lobbyist and working with the E-Board on renewing / offering contract.

- a. Three (3) members, one (1) to be the Chair of the Legislative Committee and one (1) to be the Treasurer. *(Revised xxxx)*

**O. Member Recognition Committee**

**Purpose:** To recognize and promote excellence in the municipal clerk profession. ~~Charged with working Committee on obtaining names of those who are due for recognition at the Annual (June) Conferences.~~

- a. ~~Three-Five (35)~~ members, one is to be the President, one is the Immediate Past President and 3 members of the Massachusetts Town Clerks Association whom are appointed by the President for 3-year terms.

(Revised xxxx)

**P. Mentoring / New Clerks Committee**

**Purpose:** Charged with setting the schedule for mentoring classes, ~~classetopics and;~~ teachers.  
(Revised xxxx)

**ARTICLE VIII**

**Expenses**

Expenditures will be paid by the MTCA according to the annual appropriation. Other expenditures incurred on behalf of the MTCA, not to exceed an aggregate of \$500.00, shall be paid by the Treasurer upon the approval of the President. Any expenditure greater than \$500.00 over budgeted amounts shall require an affirmative vote of the Executive Board.  
(Revised 6-07-2012)

**ARTICLE IX**

**Termination**

Any officer, Executive Board member or Standing Committee member who is absent from three (3) consecutive meetings of the board or committee may be removed from his/her position at a duly called meeting of the Executive Board by a majority vote of those attending.

Any officer, Executive Board member or Standing Committee member who cannot fulfill the duties of the office or committee as described herein, may be removed from his/her position at a duly called meeting of the Executive Board by not less than 2/3's of those attending.

Prior to a vote on either of the above, the said officer, Executive Board member or Standing Committee member will receive a written notice that such a vote will take place, and be given the right to resign. Any vacancy that occurs shall be filled in accordance with Article VI, Section C (Appointments) of this bylaw. *(Revised 6.12.2014)*

## **ARTICLE X**

### **Amendments**

These bylaws may be amended by a two-thirds vote of those voting members present at any MTCA meeting duly called, provided that notice of the proposed amendment shall have been sent to each member at least two weeks prior to such meeting. ~~Publication-Notification in the Public Recorder through association email group and posting on the MTCA website~~ shall constitute notice of any proposed amendment, provided that the ~~publication~~ date is at least two weeks prior to the meeting at which the bylaw amendment is scheduled to be considered for a vote. *(Revised 6.12.2014)*

## **ARTICLE XI**

### **Endorsements**

The MTCA shall not support or promote any political candidate or political appointment.

## **ARTICLE XII**

### **Code of Ethics**

We shall uphold the IIMC, Professional, and Personal Code of Ethics, which reads:

We do hereby subscribe to the following principles and ethics which we affirm will govern our personal conduct as municipal clerks:

To uphold constitutional government and the laws of our community;

To so conduct our public and private life as to be an example to our fellow citizens;

To record that which is true and preserve that which is entrusted to us as if it were our own; and

To strive constantly to improve the administration of the affairs of our office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill our responsibilities to our community and others.

## CONFERENCE DEADLINES WORKSHEET

	# days from ....	Deadline Date	Actual Deadline Date - if different	President	1st VP	2nd VP	Secretary	Education Chair	Conference Reg. Admin.	notes / questions
<b>E-Board Packet</b> <span style="float: right;">mtg</span>										
Materials to President	7	Tuesday, November 30, 2021			Vendor & Scholarship applications	Hotel rates / meal choices & fees		Class topics & instructors List		
President to send out packet	5	Thursday, December 2, 2021		X			website			
<b>Conference Registration Packet</b> <span style="float: right;">mtg</span>										
Hotel information sent out	-4	Friday, December 3, 2021		X		website				
Materials to President / Reg Admin	4	Saturday, December 11, 2021				meal choices & fees to Conf. Reg. Admin		Class write up w / instructors & IIMC pts	registration form	can IIMC points be ready by then?
President send for proofing	8	Wednesday, December 15, 2021				PROOF DEADLINE - NEXT DAY BY 5PM				
Materials disseminated	10	Friday, December 17, 2021		X					prestogen must be live by this date	Prestogen - Turn off by deadline listed below - send 2nd VP by class & by community reports next business day
<b>Conference Booklet</b> <span style="float: right;">conference</span>										
Materials to Conference Brochure Admin	9	Monday, January 24, 2022		X	vendors contact info	rooms & times		Class write up w / instructors & IIMC pts		
1st proof	8	Tuesday, January 25, 2022				PROOF DEADLINE - NEXT DAY BY 5PM				
2nd proof	7	Wednesday, January 26, 2022				PROOF DEADLINE - NEXT DAY BY 12NOON				Attendees list & CMMC lists
Final OK to print	6	Thursday, January 27, 2022								
<b>Hotel Set Up Needs</b> <span style="float: right;">deadline</span>										
AV / Room set up to 2nd VP	2	Monday, January 17, 2022						from Education Coordinators		

E-Board Meeting Date  
Conference Start Date

12/7/2021  
2/2/2022

HOTEL DEADLINES

Registration & Classes Deadline 12 Friday, January 21, 2022  
Cancellation - Reg Fees 2 Monday, January 31, 2022  
Cancellation - Meal Fees 7 Wednesday, January 26, 2022

MEALS SELECTION 1/19/2022  
COUNTS (classes & meals) 1/24/2022  
AV / ROOM SET UP 1/19/2022

prestogen open 11 Saturday, December 18, 2021  
prestogen closed 12 Friday, January 21, 2022

VENDOR REG. DEADLINE 21 1/12/2022

should more than one person have access to prestogen?

Conference cost history

Conference Expenses										
Fall	Reg Fee	Reg late fee	Hotel (no fees)	Thur Breakfast	Lunch	Banquet	Fri Breakfast	Location	Dates	
2021	\$ 50	\$ 100	\$ 155	\$ 30	\$ 40	\$ 50	\$ 30	Springfield	Sept 22-24	
2020				n/a covid						
2019	\$ 50	\$ 100	\$ 149	\$ 30	\$ 40	\$ 50	\$ 30	Springfield	Sept 18-20	
2018	\$ 50	\$ 100	\$ 145	\$ 25	\$ 35	\$ 45	\$ 25	Springfield	Sept 26-28	
2017	\$ 50	\$ 100	\$ 135	\$ 25	\$ 30	\$ 45	\$ 25	Springfield	Sept 20-22	
2016	\$ 50	\$ 100	\$ 129	\$ 25	\$ 28	\$ 40	\$ 25	Springfield	Sept 28-30	
2015			\$ 119					Springfield	9/30-10/2	
2014	\$ 50	\$ 100	\$ 119	\$ 25	\$ 26	\$ 40	\$ 25	Springfield	Oct 1-3	
Winter (joint)	Reg Fee	Reg late fee	Hotel (no fees)	Thur Breakfast	Lunch	Banquet	Fri Breakfast	Location	Dates	
2022	\$ 50	\$ 100	\$ 119	\$ 30	\$ 35	\$ 50	\$ 30	Devens	Feb 2-4	
2021				n/a covid						
2020	\$ 50	\$ 100	\$ 119	\$ 25	\$ 25	\$ 40	\$ 25	Devens	Feb 5-7	
2019	\$ 50	\$ 100	\$ 119	\$ 25	\$ 25	\$ 40	\$ 25	Devens	Feb 6-8	
2018	\$ 50	\$ 100	\$ 119	\$ 25	\$ 25	\$ 40	\$ 25	Devens	Feb 7-9	
2017	\$ 50	\$ 100	\$ 119	\$ 25	\$ 25	\$ 40	\$ 25	Devens	Feb 1-3	
2016	\$ 50	\$ 100	\$ 119	\$ 25	\$ 25	\$ 40	\$ 25	Devens	Feb 3-5	
2015			\$ 119					Devens	Feb 4-6	
Summer (joint)	Reg Fee	Reg late fee	Hotel (no fees)	Thur Breakfast	Lunch	Banquet	Fri Breakfast	Location	Dates	
2021	\$ 50	n/a		\$120				Plymouth	June 9-11	
2020				n/a covid						
2019	\$ 50	\$ 100	\$ 127	\$ 25	\$ 25	\$ 40	\$ 25	Plymouth	June 12-14	
2018	\$ 50	\$ 100	\$ 124	\$ 25	\$ 25	\$ 40	\$ 25	Plymouth	June 13-+15	
2017								Plymouth	June 14 -16	
2016			\$ 109					Plymouth	June 15-17	
2015								Sea Crest	June 10-12	

Devens Conference  
February 2-4, 2022

DATE/TIME	COORDINATOR/ PRESENTER	# SIGNED UP	COURSE NAME/ROOM	Room/Location	INSTRUCTORS	Web Link for Evaluations	MEAL TICKET	SPEAKER TABLE/ CHAIRS	OTHER EQUIP
Wednesday 1:45pm - 4:45pm ***** Break: ?	Bob Cutler		Session A: Alice Training						Podium Microphone Projector set up Easel with flip pad/markers
Thursday 9:00am- 12:00pm ***** Break: 10:15am- 10:45pm	Jayne Davolio		Session B: Land Use; ZBA and Planning & Zoning Board procedures		K_Plaw				Podium Microphone Projector set up Easel with flip pad/markers
Thursday 9am - 12Noon ***** Break: 10:15am- 10:45am	Amy Akell		Session C: Department of Revenue Procedures		Lisa Krzywicki				Podium Microphone Projector set up Easel with flip pad/markers
Thursday 9am - 12Noon ***** Break: 10:15am- 10:45am	Valerie Fox		Session D: Local Elections from a legal perspective		Lauren Goldberg, Shareholder and President, KP Law				Podium Microphone Projector set up Easel with flip pad/markers
Thursday 1:45pm- 4.45pm ***** Break: 3:00pm- 3:30pm	Valerie Fox		Session E: Local Elections from a legal perspective		Lauren Goldberg, Shareholder and President, KP Law				Podium Microphone Projector set up Easel with flip pad/markers
Thursday 1:45pm- 4:45pm ***** Break: 3:00pm-3:30pm	Mary DeAlderete		Session F: From Street List to Voter List		Bridget & Kellie				Podium Microphone Projector set up Easel with flip pad/markers
Thursday 1:45pm-4:45 pm ***** Break: 3:00pm-3:30pm	Kaari Tari		Session G: AG Decisions		Kelly Gunagan & Nicole Caprioli				Podium Microphone Projector set up Easel with flip pad/markers
Friday 9am - 12Noon ***** Break 10:15am-10:45am	Trudy Reid		Session H: Succession Planning or Flammables						Podium Microphone Projector set up Easel with flip pad/markers



**MASSACHUSETTS TOWN CLERK'S ASSOCIATION  
CONFERENCE REPORT**

Elections (local) - Mentoring Class	Oct 2021	Oct 2021	Feb 2021	January 2019	Jan / Feb 2018
<b>INCOME</b>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
3100 - Conference Revenue	<b>Wenham</b>	<b>Millbury</b>			
3130 - Mentoring Workshops	\$225.00	\$345.00		\$450.00	\$585.00
Total Workshop Revenue	<b>\$225.00</b>	<b>\$345.00</b>	<b>\$0.00</b>	<b>\$450.00</b>	<b>\$585.00</b>
<b>EXPENSE</b>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
5700 - Conference Expenses					
5709 - Misc Conf Exp (mentor/survey)	\$172.74	\$225.00		\$277.41	\$403.67
Total Conference Expenses	<b>\$172.74</b>	<b>\$225.00</b>	<b>\$0.00</b>	<b>\$277.41</b>	<b>\$403.67</b>
<b>Income / Expense Variance</b>	<b>\$52.26</b>	<b>\$120.00</b>	<b>\$0.00</b>	<b>\$172.59</b>	<b>\$181.33</b>

				Jan 2019	Jan / Feb 2018
<b>Total # of Registrants:</b>	<b>15</b>	<b>23</b>		<b>30</b>	<b>39</b>
			89 - zoom	Great Barrington	11
				Franklin	28

**From:** Sal Urbano <[surbano@civicplus.com](mailto:surbano@civicplus.com)>  
**Sent:** Friday, August 20, 2021 9:12 AM  
**To:** Kelly McElreath <[KMcElreath@uptonma.gov](mailto:KMcElreath@uptonma.gov)>  
**Subject:** Massachusetts Town Clerk Association

Kelly,

Good morning. It was a pleasure speaking with you.

Thank you for sharing your goals for the website refresh of the Massachusetts Town Clerk Association website. Typically, our website redesigns begin at a one-time cost of \$5000, however my manager approved a \$1995 redesign cost for the Massachusetts Town Clerk Association.

If that works, let me know and I can send over the paperwork. Let's discuss any questions.

Thank you,  
Sal

**Sal Urbano**  
Regional Sales Manager  
**P:** 856.242.5114 • **M:** 609.280.1875  
[civicplus.com](http://civicplus.com)